

Estimated Staffing Matrix
(Use this estimate for each year)

NOTES:

The data presented below is for informational and bidding purposes only.

This information is not a reflection of the Government's intent for the future nor an endorsement of past practice.

The distribution of positions is the Government's current best estimate to perform the anticipated requirements.

Labor category	Skill level	****Hours
Administrative Professional II		9,400
Administrative Professional III		1,880
Engineer I		1,880
Engineer II		6,204
Engineer III		1,880
Engineer IV		1,880
Engineer V		6,410
Scientist/Researcher II		1,880
Scientist/Researcher IV		5,640
Technician II		3,760
Technician IV		1,880
Subtotal:		42,694
***Program Mgmt Personnel:		
Total:		42,694

*** Program Management Personnel includes non-task specific direct charge personnel such as: Managers, Accountants, Administrative Specialists, Human Resources, Safety Specialists, and Secretaries

**** Labor hours do not include holiday, vacation, or sick leave hours

Research and Technology Development Services

Skill Level Definitions

Each position for the prescribed work is categorized into one of several skill levels. Duties and/or experience requirements for each of these skill levels are given as follows:

Research and research support positions

Engineer I:

Provides analysis and appraisal related to design, development and implementation of product or systems. Develops test strategies, devices and systems. Diagnoses malfunctions in existing products or systems and makes improvements/modifications to produce desired results. Performs professional engineering assignments of a basic degree of complexity under direction and supervision with limited latitude for independent action and decision. Bachelor's degree or equivalent experience in area of specialty required.

Engineer II:

In addition to Engineer I requirements, 5 plus years of experience in related area. Performs advanced engineering assignments under general direction, requiring a high degree of technical and professional competence. Duties include full technical responsibility for planning, organizing and conducting technical projects or phases of projects involving design and development of new or improved products and/or processes. Conducts independent technical investigations involving complex technical principles. May provide work leadership for lower level employees and as such must possess the ability to lead and direct work of others.

Engineer III:

In addition to Engineer II requirements, Master's degree or equivalent experience in area of specialty, 10 plus years of related experience. Recognition as technical leader and resource. Develops and applies advanced engineering theories, method and research techniques in the investigation and solution of complex technical problems. May plan and direct projects or major phases of projects involving engineering design. Provide technical direction and coordinate the efforts of engineers and technical support staff in performance of assigned projects. Reviews project progress and evaluate results. Reviews literature, patents and current practices relevant to the solution of assigned projects. Recommends corrections in technical applications and analysis. May evaluate vendor capabilities to provide required products and services. May provide work leadership for lower level employees and as such must possess the ability to lead and direct work of others.

Engineer IV:

In addition to Engineer III requirements, Master's degree or equivalent experience in area of specialty, and at least 10 years of progressively responsible professional experience. Recognition as technical leader and resource. Develops and applies advanced methods, theories and research techniques in investigation and solution of complex and difficult system design requirements and problems. Plans, conducts and technically directs projects or major phases of significant projects, coordinating the efforts of engineers, scientists, and technical support staff in the performance of assigned projects. Conducts investigations of considerable complexity. Reviews technical literature, product specifications, patents and current practices relevant to the solution of assigned projects. Reviews the work of others and manages the integration of systems and/or enhancements and recommends corrections in technical application and analysis to management. Evaluates vendor capabilities to provide required products and services. Provides technical consultation to other organizations. In a supervisory/managerial capacity, provides work leadership for lower level employees and as such must possess the ability to lead and direct work of others.

Engineer V:

In addition to Engineer IV requirements, Master's degree or equivalent experience in area of specialty, and at least 15 years of progressively responsible professional experience. In a supervisory/managerial capacity, makes decisions and recommendations that are recognized as authoritative and have an important impact on extensive engineering activities. Initiates and maintains extensive contacts with key engineers, technical personnel, and officials of other organizations and companies, requiring skill in persuasion and negotiations of critical issues. At this level individuals will have demonstrated creativity, foresight, and mature engineering judgment in anticipating and solving unprecedented engineering problems, determining program objectives and requirements, planning, organizing, budgeting, scheduling, and managing programs and projects, and developing standards and guides for diverse engineering activities. Is responsible for deciding the kind and extent of engineering and related programs needed for accomplishing the objectives of the organization, for choosing the scientific approaches, for planning and organizing facilities and programs, and for interpreting results. As an individual researcher and consultant, formulates and guides the attack on problems of exceptional difficulty and marked importance to the organization or industry. Problems are characterized by their lack of scientific precedents and source materials, or lack of success of prior research and analysis so that their solution would represent an advance of great significance and importance.

Scientist/Researcher II:

BS degree with 3 - 8 years or more related experience, MS degree with less than 3 years experience, or equivalent. Independent contributor applies standard techniques on routine projects or as part of larger project.

Scientist/Researcher IV:

Mature professional, MS degree with 8 years or more related experience, PhD with less than 3 years experience (including postdoctoral). Demonstrates advanced competence in adaptation or modification of standard techniques; carries multiple or complex projects to completion. May provide leadership for Scientist/Researcher work groups and as such must possess the ability to lead and direct work of others.

Technician II:

Requires an Associate's degree in related field and 2 years of relevant technical experience in addition to Technician I requirements (Performs routine fabrication, assembly, installation, operation, testing and related technical support activities under close supervision, and familiar with a variety of industry concepts, practices and procedures). Determines the sequence of operations and performs layout, fabrication, assembly, installation, operation, testing of experimental components. Analyzes design deficiencies or malfunctions and takes corrective action on these malfunctions or deficiencies, as needed.

Technician IV:

Requires 8 plus years of relevant technical experience. Provides technical leadership to others. Selects designs, methods, material and equipment, as required. Responsible for coordinating technical resources for complex projects. Performs as a consultant on assigned technical support projects. May provide work leadership for lower level employees.

Administration support positions**Administrative Professional II:**

5 plus years of experience in related area. Handles all aspects of customer/client resolutions. Processes routine transactions and requests for internal and external customers. Generates tracking and/or ad hoc reports regarding customer service metrics. Typically proficient in one or more software applications or other related knowledge such as benefits administration or procurement. Familiar with a variety of field concepts, practices and procedures. Relieves management of clerical work and minor administrative and business detail. Relies on experience and judgment to plan and accomplish goals. Typically reports to manager or executive. Associate degree is required.

Administrative Professional III:

In addition to Administrative Professional II requirements, 10 plus years of relevant experience. Processes complex transactions and requests for internal and external customers. Typically a subject matter expert in their area of software applications proficiency or other related knowledge area such as benefits administration or procurement. Relieves management of administrative type functions in order to increase the time an executive has available for executive level responsibilities. May handle a wide variety of situations and conflicts involving the clerical and administrative function of the office. Responsible for confidential and time sensitive material. Prepares routine and advanced correspondence including letters, memoranda, and reports. A wide degree of creativity and latitude is expected. May direct and lead the work of others. Bachelor degree is required.